



**Tennessee Department of Environment and Conservation**  
**Policy Analyst**  
**Office of Policy and Planning**  
**Annual Salary Range: \$49,440 - \$88,992**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Protecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Conserving and promoting natural, cultural and historic resources.
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. Environmental Protection Agency to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has a central office in Nashville and eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

**About the Office of Policy and Planning**

The Office of Policy and Planning conducts short and long term environmental policy research and analysis, implements strategic planning initiatives and performs Title VI and Environmental Justice functions that are necessary to fulfill the Department's mission. The Policy Office works collaboratively within the Department and with other state Departments to implement strategic initiatives and identify innovative, cost effective opportunities for state government to enhance the quality of life for Tennessee citizens and natural environments. The Policy Office also works to engage federal, state and local government agencies as well as non-governmental organizations and the academic and business community to exchange views on matters relevant to environmental policy.

**Summary of Position**

This Executive Service position is located in Nashville, TN. The selected candidate will work within the Office of Policy and Planning to assist the Director and Senior Policy Analyst as a supportive research

analyst to establish and/or amend program and department level policies. Major responsibilities include: supporting the planning and implementation of policy initiatives for TDEC, support the planning and implementation of strategic planning initiatives for the Department, and assist with the implementation of special projects.

### **Principal Duties and Responsibilities**

- Conduct research on environmental topics to determine historical treatment of the issue; state, regional, national or international trends; and technical data if applicable. The analyst will utilize the research to develop policy position papers, recommendations, or other work products as required, which summarize the research information, provide thoughtful discussion and analysis of options or other subsets of information, and provide a recommended position(s) for the program or Department.
- Assist with developing stakeholder outreach and a communication and implementation plan for new policies.
- Work with the Director and Senior Policy Analyst in planning and implementing meetings and brainstorming sessions with applicable TDEC staff to identify the strategic goals and objectives for the Department.
- Conduct research on the programs and processes of departmental peer organizations.
- Assist the Director and Senior Policy Analyst in establishing division-specific goals and objectives that align the TDEC's overall mission and Customer Focused Government Goals.

### **Knowledge, Skills and Abilities**

The successful candidate will have a demonstrated ability to function as an independent researcher and analyst for the Department with minimal guidance in a highly demanding work environment and possess the following attributes:

- Results oriented individual with a commitment to the mission of the Department.
- Strong research and keen analytical skills which support tactical and strategic decision-making abilities.
- Functional abilities and technical knowledge and skills to do the job at a high level of accomplishment.
- Able to write clearly and succinctly in a variety of communication settings and styles getting information across with the desired effect.
- Is future oriented; can create competitive and breakthrough strategies and plans anticipating future consequences and trends.
- Deals with concepts and complexity comfortably.
- Is task oriented; able to break down work into the process steps; develops schedules and anticipates/adjusts for problems and roadblocks. Measures performance against goals and evaluates results.
- Is dedicated to meet the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect.
- Demonstrates high integrity and good judgment.

**Education / Experience:**

Applicants must possess a Bachelors' degree, as well as a graduate degree in one of the following areas: Doctor of Jurisprudence (current active Tennessee law license required); Masters of Business Administration, Environmental Law, Policy and Planning, Economics, or Public Administration. Other graduate level degrees will be considered that support the requirements of the position.

All interested candidates should submit via email a **resume, cover letter, and writing sample** to Beth Smith at ([TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov)). The position will remain posted until August 31, 2016. Questions can be directed to Beth Smith at (615) 253-5907 or [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov).

**Beth Smith, Talent Management Director**

Tennessee Department of Environment and Conservation

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TDEC is an AA/EEO/ADA employer.